



## Windows 11 – new features

Windows 11 comes with exciting new features and apps enhancing and personalizing your Windows experience. Customizing your Windows desktop is easier than ever with the Windows 11 operating system.

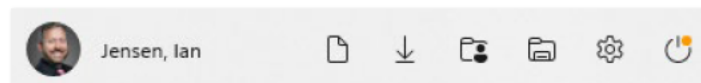
### The Start Menu

The start menu in Windows 11 gives you easy access to options, such as when you want to install updates, easily accessible login options and shortcuts to important folders and settings.

### Pinned Apps


- Click the Start icon or tap the Windows key  on your keyboard to open the **Start** menu. Immediately start typing a search term to search for apps, settings or folders or select an app under your Pinned apps.
- Click **All apps** to see a list of all available applications installed on your computer.
- Right-click** an app and select  **Pin to Start** to add it to your Pinned apps. Click **More >** to pin the app to your taskbar.

### Start Menu Shortcuts

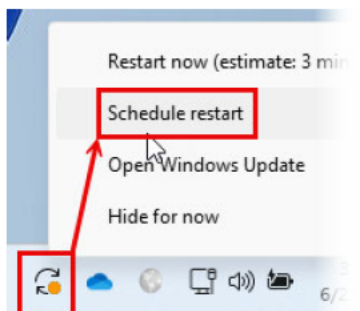


Click your **profile** icon to **Lock** your computer or to **Sign out**. Select an icon on the right to quickly access your Documents folder, Downloads, Personal folder, File explorer, Settings or Power Options.

### Power & Update Options

If you see a yellow dot on the Power icon  updates need to be installed. Click the Power icon to access **Sign in Options**, put your computer to sleep, update, update and shut down or update and restart.

To schedule a **specific time** to install updates and restart your computer, right-click the update icon in your system tray and select **Schedule restart**. Click the down arrow next to **Restart now** to pick a preferred day and time.



### Sign-in options

Access **Sign-in options** by clicking the Power button or searching for Sign-in options from the search bar. The **Windows Hello Pin** is the primary way to log into your computer. You will need your firm managed phone connected to bluetooth. Other Windows Hello options are available for fast and convenient ways to sign in.




Facial recognition – Use the camera to scan your face.



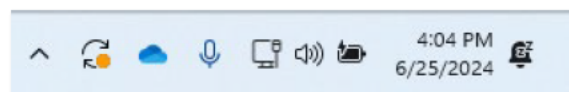
Fingerprint recognition – Use the **power button** on your laptop to scan your fingerprint.



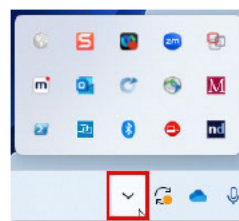
Pin – This is your primary sign in option. Click Pin Requirements for more information. It is advised to make your pin and password the same.



**Note:** If Windows Hello is not working or your Bluetooth connected phone is off or unavailable, use your network password instead. At the log in screen, click **Sign in options** and select the Key  to enter your network password.

### System Tray

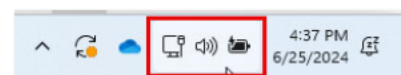


The system tray, where you can view the date, time, battery level and internet connection has some additional tools to help you stay informed, focused and connected.

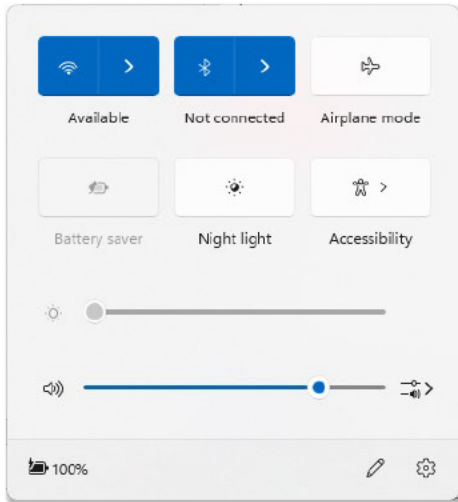


Click the up arrow in the system tray to see the apps running in the background. Click an icon to open the app or drag the icons into the system tray to make sure they are running and connected, such as Global Protect  and Webex .


### Action Center



Click the Action center group to connect wireless, bluetooth, check your battery, change brightness, volume and more.



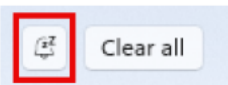
Click **Accessibility** to turn on the magnifier, color filters, narrator, mono audio, live captions and sticky keys.

Click **Edit quick settings**  to re-organize the Action window or to remove or add options such as the Night light.

## Notification Center



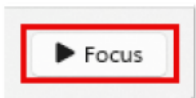
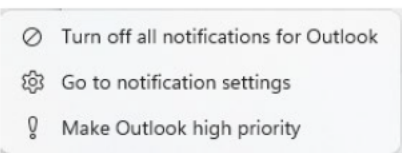
View and control your notifications, mute notifications, navigate the calendar and turn on a Focus session to stay on task for a pre-defined amount of time.




Turn on **Do Not Disturb** to mute all notifications except priority notifications and alarms. Click **Clear all** to clear all notifications from the list.



To mute notifications from particular applications, hover over the alert next to the group name then click the elipses(...). Turn off notifications, go to notification settings or make them high priority.



Start a timer to help you commit to an uninterrupted amount of focused time.

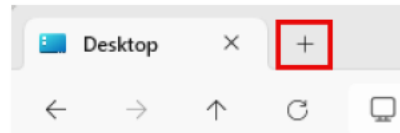
Click  to see focus options such as adding tasks from Outlook.

\*\* Some options have been disabled in the Milbank Windows environment.


## File Explorer, Snap Layouts, & Right Click

Windows 11 offers new ways to organize open windows, move items between locations and share files and folders.

### File Explorer




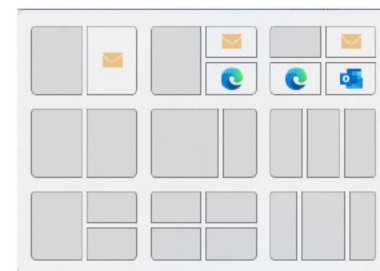
Keep all of your file explorer windows in one window by clicking the plus icon to open a new tab.

- Press  + **E** to access file explorer or click the yellow folder on your taskbar.
- Move items between **open tabs** by dragging them to the tab at the top then dropping into the desired location.
- Click the **View** icon to open a menu to resize and organize items. Activate the Preview pane or item details for more information or **Show** for options like Compact view.
- Right-click an item and select **Copy as path** then paste the path into an email or instant messenger to share a direct link to that item.


### Snap Layouts

Snap layouts allow you to arrange and navigate open windows in a variety of ways, making the most of your monitor real estate.

1. Hover over the maximize icon in a window or press  + **Z** to access **Snap Layouts**.

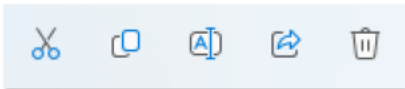


2. Select a grey area to move the active window into. The top 3 layouts are suggested layouts with selected for the other spaces. The bottom layout options will ask which open window you want to add to the other spaces.
3. Hover over the open app on your taskbar to select a window or a layout to restore the Snap group associated with the open application.


Click  + **tab** to view all open apps. Select an app window to activate that window or restore an app layout.


## The Right Click Menu

The right click menu in Windows 11 is more compact and relevant to common tasks. It also offers additional shortcuts.



When you right click an item, the menu opens with a list of icons, allowing you to cut, copy, rename, share or delete.


-  **Note:** If you share an item, it will be copied to your OneDrive then an email with a link to the file will be sent to the recipient. Sharing is only available to other Milbank employees.

If you don't see the right click menu option you are looking for, select  **Show more options** .

## Windows Settings



With a new look, design and many ways to access settings, you will be able to easily customize the way Windows works for you.\* Some settings have been disabled in the Milbank Windows environment.

Access **Settings** by clicking the gear icon in the Start menu or by pressing  + **I**. Use the search box to find a setting or select a category on the left side menu to easily find all the available setting that can be customized.

## Personalization

- Click **Colors** to switch between a light or dark mode.
- Click **Themes** to select from a variety of color schemes and background images.


## Time and Language

- Click **Date & time** then **Additional clocks** to add clocks for different time zones. Be sure to name each of your active clocks. To view the time in different regions, hover over the date and time in your system tray.
- Click **Typing** to turn on multilingual text suggestions or **Language & Region** to add additional language support.

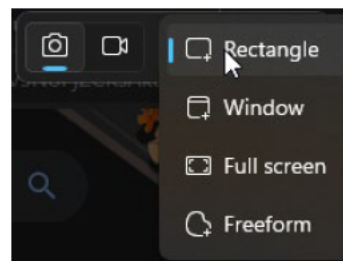



Video Production  
Instructions .docx

## Accessibility

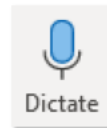
- Select **Text size** to change the size of text displayed in application windows or select **Mouse pointer and touch** to change the color and visibility of your mouse cursor.
-  **Note:** Many of the Accessibility options such as the magnifier, audio and captions are accessible from the Action center in the system tray (See above).

## Snipping



Press  + **Shift + S** to use the new **snipping tool**. Take a screenshot by dragging a rectangle around an area, select a Window, capture the Full screen or drag the mouse around a Freeform selected area.

## Voice Dictation & Translation




In Outlook, Word and other Microsoft applications, you can access the **Dictate** tool to transcribe voice to text. Hover over the icon then click the down arrow to select another dictation language.

Click the microphone to start listening for dictation. a toolbar will appear with a glowing blue microphone, indicating listening for dictation is active.



Click the microphone to pause listening. Click the **settings** icon for additional options such as auto-punctuation and filtering sensitive phrases.



Translate a document or email into another language by going to the **Review** tab and selecting **Translate**. Translate a web page in Edge by going to the address bar and clicking the **Immersive Reader**  to select a language.

## Read Aloud

A great option to listen to instead of reading documents and emails. This is also a great for proof reading text errors that



your eyes may have overlooked. In Edge, click the Elipses(...) then More tools, Read Aloud. In Outlook or Word, go to the **Review** tab or press **CTRL+ALT+Spacebar**.



Use the toolbar to navigate reading locations or change the voice from male or female. For additional options, open the Read Aloud Tool in **Edge** and click **Voice Options** for a variety of different voices or to speed up or slow down reading speeds.

---

## Clipboard history

Press  + **V** to turn on Clipboard history. View what you have copied to memory and select exactly what you want to paste. This tool allows you to copy multiple things, then select and paste from a list of items in the clipboard. Pin  a clipboard item to reuse at a later time.

---

## Microsoft 365 Office







Microsoft 365 can be accessed from the Start menu and search for Microsoft 365 or within the Edge browser go to <https://www.microsoft365.com/>.

From here you can access the online versions of Microsoft applications such as Word and Outlook but also many other optional productivity apps.



Click the **Apps** icon to access To Do, Visio, Project, Power BI and many others.

 **Note:** You may need to acquire a license to use some of the additional apps in Microsoft 365. Email **#Helpdesk** for assistance.

*For more information, please contact your local helpdesk or contact  at extension  or (212) .*